

## Medication Procedure Policy

Prescription medications and over-the-counter medications will be administered at the Preschool Learning Center only upon the written request of **both** the parent and physician.

Medications are stored in a locked cabinet in the nurse's office.

- The medication must be in a container from a pharmacy.
- The container must be child proof.
- The container must have a pharmacist issued label with the following information:
  1. Child's name
  2. date medication was issued (must be current)
  3. name of medication
  4. time of administration
  5. dosage
  6. expiration date
  7. prescribing physician

Most pharmacies will dispense a "school" container if one is requested; simply inform them that one is needed for medication to be given at school.

The Preschool will maintain a log indicating each time medication is administered.

The **signature of the parent and the physician** must appear on the form entitled "Permission for the Dispensement of Medication" (**unless you have your doctor fax a signed script to us at 592-4683**). It is the parent's responsibility to inform the school of medication changes and complete a new form. New forms are required at the beginning of each school year, even if your child was on the same medication the previous year. A new form is required whenever a dosage changes as well.

Over-the-counter medications must be sent in an original container with the child's name printed on it.